



Corr-Pre-Release Counselor

Characteristics of Work

This is professional work which involves occupational and vocational counseling of offenders in a correctional facility. Incumbent counsels offenders to determine their occupational goals; prepares social histories; assists offenders in the preparation of resumes; and formulates a plan to enable the offenders to be successful upon release. Incumbent exercises independent judgement in handling all types of vocational counseling problems. Work also involves individual and group counseling and the preparation of special reports on offenders. General supervision is received from the Pre-Release Director or his/her designee. Supervision may be exercised over subordinate employees.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Conducts statewide job development via telephone and on-site visits.

Interviews offenders to determine their employment, residence, financial needs and other essential needs to be successful when released.

Compiles social and employment histories of offenders which reflect the nature and extent of criminality, current and perspective social problems, and opportunities for entering the work force.

Formulates individual programs for offenders which address appropriate occupational goals and needs.

Conducts intensive individual and group counseling for offenders.

Assists offenders in developing problem-solving techniques and tolerance of ongoing problems.

Compiles special progress reports on offenders being considered for parole, supervised earned release, work release or transfer.

Makes recommendations for parole, supervised earned release, work release or transfer.

Performs related or similar duties as required or assigned.

Essential Functions

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring agency.

1. Conducts statewide job development and employer follow-up contacts on each offender.
2. Conducts initial and exit interviews with clients.
3. Conducts individual and group counseling sessions.
4. Formulates individual programs for offenders.

5. Maintains records and reports.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SME's) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of positions. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Sedentary Work: May occasionally walk or stand and/or occasionally move light objects, materials, etc.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is occasionally required to stand; and walk.

Experience/Educational Requirements:

Education:

A Master's Degree from an accredited four-year college or university in business administration, criminal justice, criminology, guidance, law enforcement, psychology or a related field.

AND

Experience:

One (1) year of experience related to the above described duties.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in business administration, criminal justice, criminology, guidance, law enforcement, psychology or a related field.

AND

Experience:

Two (2) years of experience related to the above described duties.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.